EAPSI REPORTING REQUIREMENTS

All EAPSI awardees are required to submit the following reports:

- Final Report to NSF – by **March 1, 2015**
- Project Outcomes Report for the General Public – by March 1, 2015
- Foreign Host Report(s) – varies by host location.

EAPSI FINAL REPORT TO NSF

All EAPSI awardees must submit their Final Reports via www.research.gov by **March 1** of the year after they participated in the EAPSI program. Log-in on www.research.gov website as NSF user. The report may be submitted earlier if you choose to do so.

Failure to provide the required report to NSF will impact all future requests for NSF funding as well as all pending NSF proposals from that PI.

The Final Report should provide information on activities and findings, project participants (individual and organizational) publications; and, other specific products and contributions. Submission of the report via FastLane constitutes certification by the PI that the contents of the report are accurate and complete.

Your EAPSI award will be closed once your report is approved by the cognizant program director for EAPSI. NSF aims to have all reports approved by the one year anniversary of your award, June 2015. You will receive an email notification when you report has been approved or, if necessary, returned to you for revisions. If returned, the nature of the required revisions will be indicated in an email.

Final Report Structure

Cover – various technical details such as proposal ID# and PI name

Accomplishments
- What are the major goals of the project?
- What was accomplished under these goals? Provide information on *at least one* of the four categories
    - Major Activities
    - Specific Objectives
    - Significant Results
    - Key Outcomes or other Achievements
- What opportunities for training and professional development has the project provided?
    - NOTE: Training and professional development are fundamental objectives of the EAPSI program. Please answer this question. Reports that fail to respond to the question will be returned to the PI.
- How have the results been disseminated to communities of interest?

Products [NOTE: Where appropriate, please indicate *Nothing to Report*.]
- Books
- Book chapters
- Conference Papers and Presentations
- Inventions
- Journals
- Licenses
- Other products
- Other publications
- Patents
- Technologies or Techniques
- Thesis/Dissertations
- Websites
- Upload a copy of the report they submitted to the foreign host organization. Note that uploading this report *is not,* in and of itself, a sufficient final report to NSF.

Participants/Organizations
Senior Personnel: EAPSI awardee
Worked for more than 160 Hours: Yes
Contribution to Project: Principal Investigator

Also list other individuals you worked with at host location. At minimum, you should list your host researcher by full name. Indicate for each person listed whether they worked more than 160 hours and what their contribution was:
- **Post-doc**
- **Graduate Student**
- **Undergraduate Student**
- **Technician, Programmer**
- **Other Participant**
- **Research Experience for Undergraduates**: N/A

In response to the question, "What other organizations have been involved as partners?" please list your *host institution* and, if relevant, other organizations you partnered with.

Have other collaborators or contacts been involved? If yes, list.

Impacts
Answer the series of questions on specific impacts (development of the principal discipline of the project, other disciplines, human resources, technology, etc.) as appropriate. "Nothing to report" is likely to be an appropriate answer for many (most?) of these.

Changes/Problems
Report honestly any changes that occurred in your project scope as well as any problems, delays, etc. and how they were dealt with.

Special Requirements
Indicate "Nothing to report."

For technical help with submission of Final Reports, please call 1-800-381-1532 or 1-800-673-6188.

PROJECT OUTCOMES REPORT (POR)

In addition to the Final Report, the Project Outcomes Report for the general public must be submitted electronically via www.research.gov by **March 1** of the year after you participated in the EAPSI program. Log-in on www.research.gov website as NSF user.

Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website **exactly as it is submitted**.

Grantees are to ensure that the report does not contain any confidential, proprietary business information; unpublished conclusions or data that might compromise the ability to publish results in the research literature; or invention disclosures that might adversely affect the patent rights or those of the organization, in a subject invention under the award. Responses are not to contain any private personally identifiable information such as home contact information, individual demographic data or individually identifiable information collected from human research participants.

Frequently Asked Questions on Project Outcomes Report:
http://www.nsf.gov/pubs/policydocs/porfaqs.jsp

To view Abstracts and Project Outcomes Reports submitted by EAPSI Fellows, please search for *EAPSI* in the Research Spending & Results section of www.research.gov, available at
https://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_eventName=viewQuickSearchFormEvent_so_rsr

For technical help with submission of Project Outcomes Report, please call 1-800-381-1532.

HOST LOCATION SPECIFIC REPORTS

The co-sponsoring organizations in Australia, China, Japan, Korea, New Zealand, Singapore and Taiwan have independent reporting requirements and deadlines. EAPSI participants are expected to comply with the guidelines of foreign co-sponsoring organizations, in addition to those of NSF. **Please upload your host location specific reports with the Final Report to NSF (in the Products Section, up to 5 MB in size**).

SURVEYS AND EVALUATIONS

EAPSI program staff may contact EAPSI applicants, both awardees and non-awardees, and request that applicants provide evaluations of their experience. Although EAPSI applicants are not required to complete the surveys, we ask you to participate and provide honest evaluations to help improve the program. If you have questions or concerns about the surveys, please contact EAPSI program staff directly.

For more information on Program Evaluation, please visit the website of the Office of Management and Budget (OMB):
http://www.whitehouse.gov/omb/performance/evidence-based-government